GETTING STARTED

Reminder

This User Guide includes work steps for both Health and Membership ACES functions. If your agency contracts for either Health or Membership but not both, please disregard the non-applicable information.

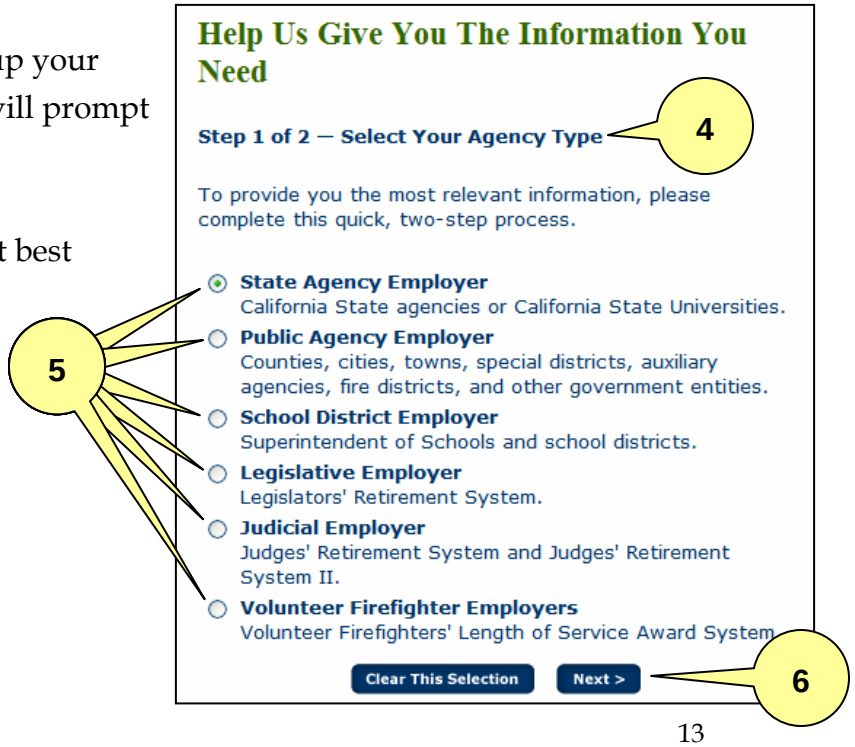
Connecting to ACES

1. Open your web browser.
2. Enter http://www.calpers.ca.gov in the address bar.
3. Choose the "For Employers" tab.

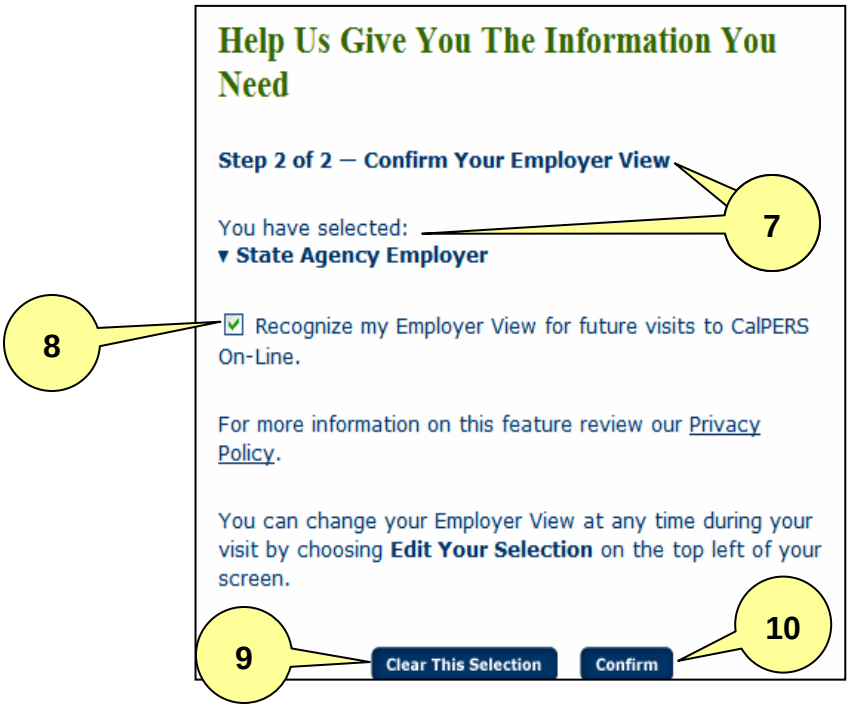
4. If you have not already set up your Agency type, the system will prompt you to make a selection.

5. Choose the radio button that best reflects your agency type.

6. Click **Next**.



Connecting to ACES (cont'.)



7. The system will confirm the agency type you selected.

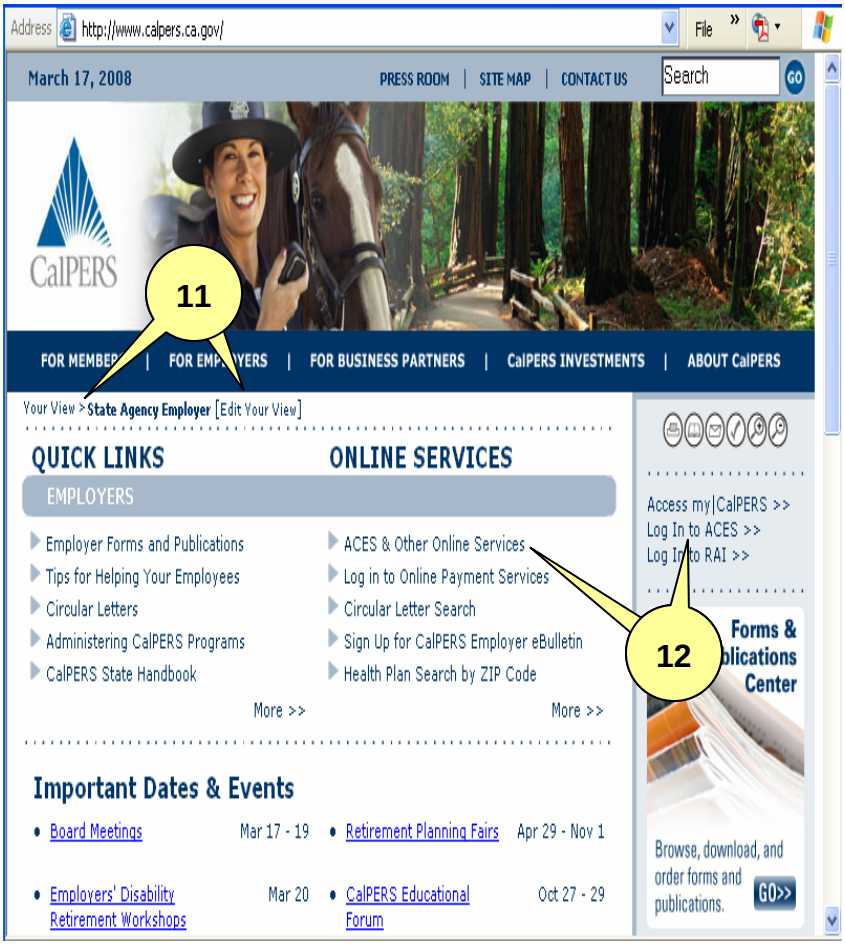
8. Make sure this box is checked so you do not have to select your agency type every time you sign in.

9. Select **Clear This Selection** if you need to change your agency type.

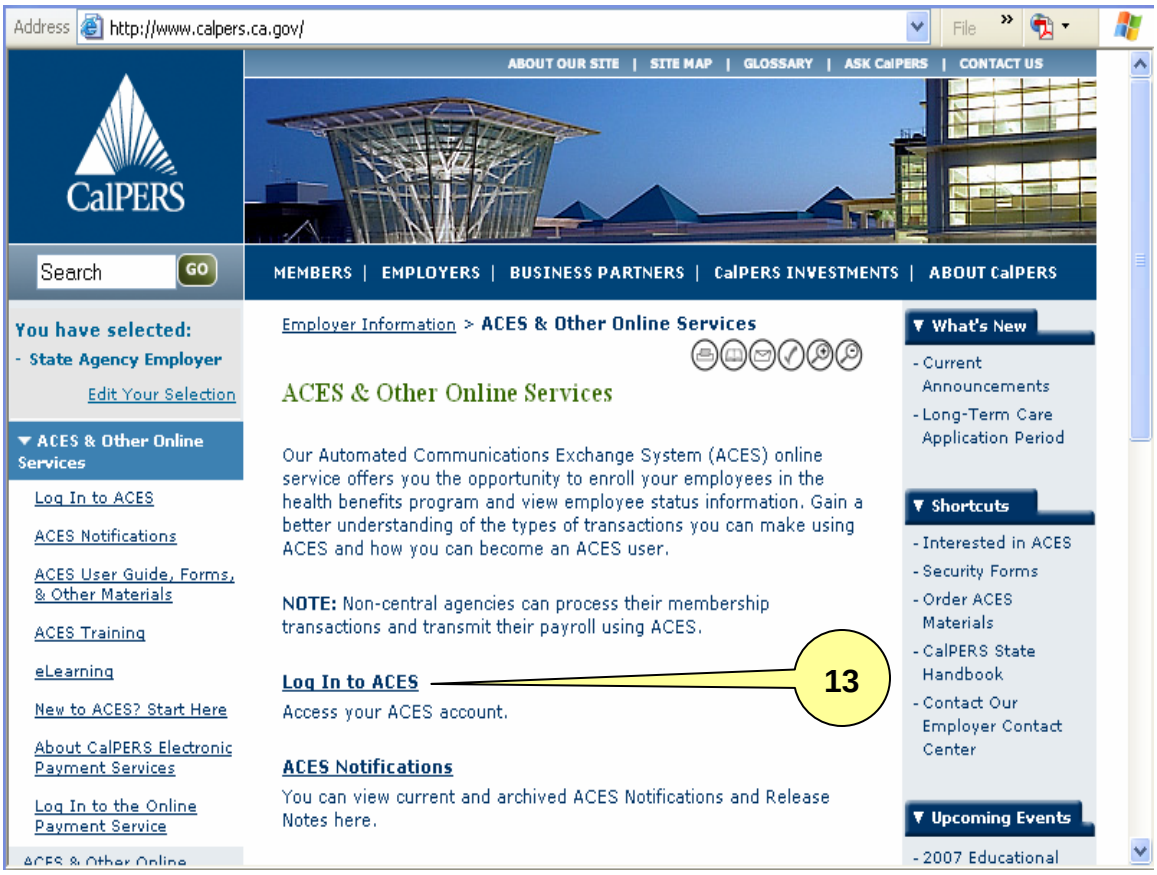
10. Select **Confirm** to set your agency type.

11. Your agency type and view will be set. If you need to change or edit your view at this point, you may do so by selecting the **[Edit Your View]** link.

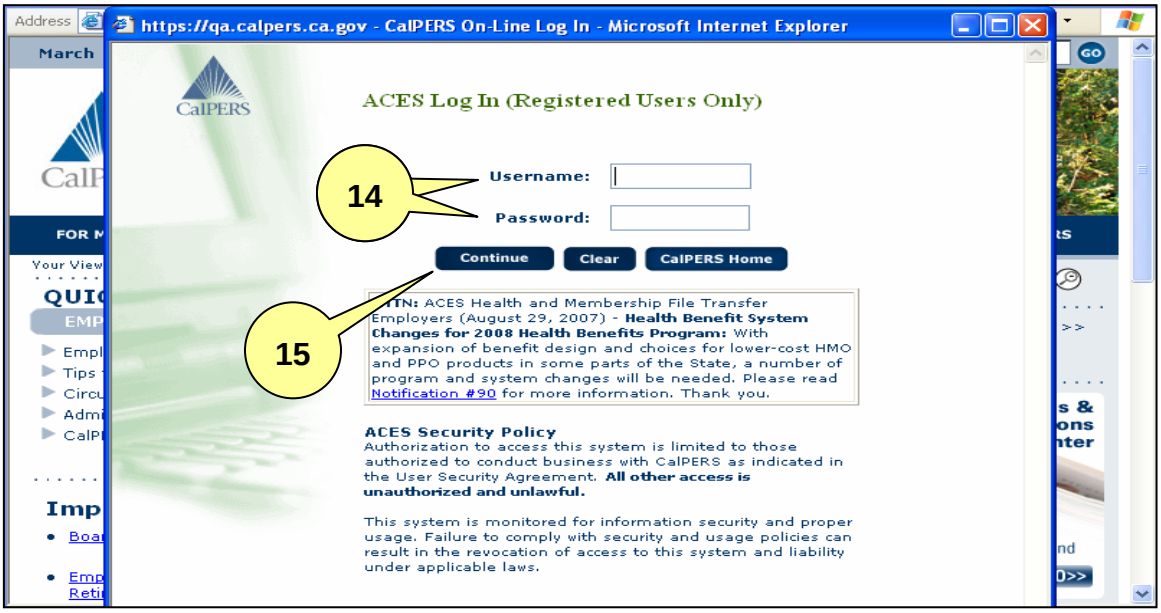
12. Select **ACES & Other Online Services** to get to the ACES online home page. Or select the **Log In to ACES** link to go directly to the ACES log in window.



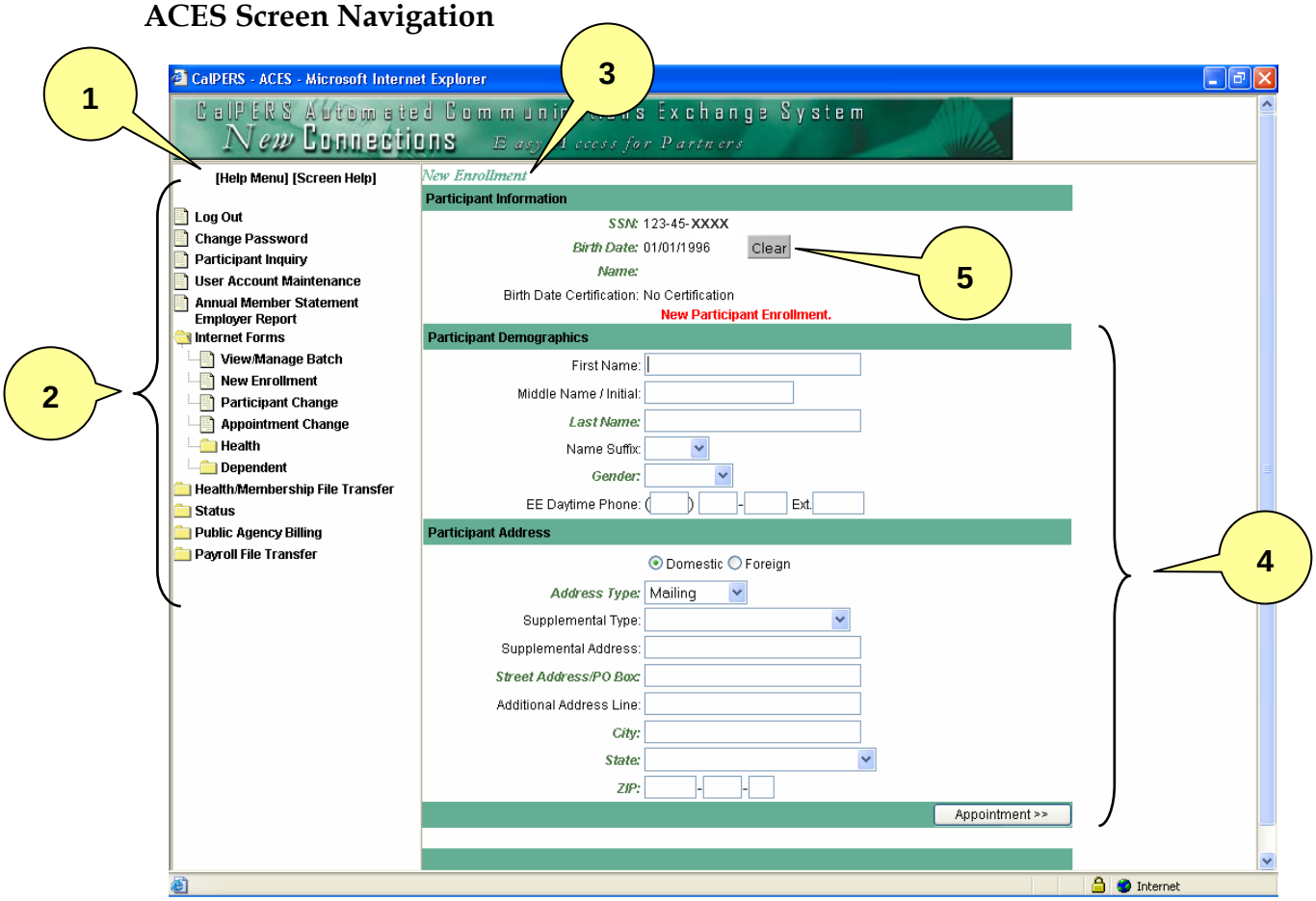
Connecting to ACES (cont'.)



13. Click **Log In to ACES**.
14. The ACES Log In window will appear. Type your ACES Username and Password (neither are case sensitive).
15. Click **Continue** or Press **Enter.**



ACES Screen Navigation



1. **Help Menu** and **Screen Help**: Click **Help Menu** to access general ACES help information. Click **Screen Help** for specific information regarding the screen you are currently accessing.

2. **Navigation Menu**: The list of ACES functions. A yellow folder indicates more options – click the folder to expand.

3. **Application Screen Title**: Identifies the function selected from the Navigation Tree that is currently in use.

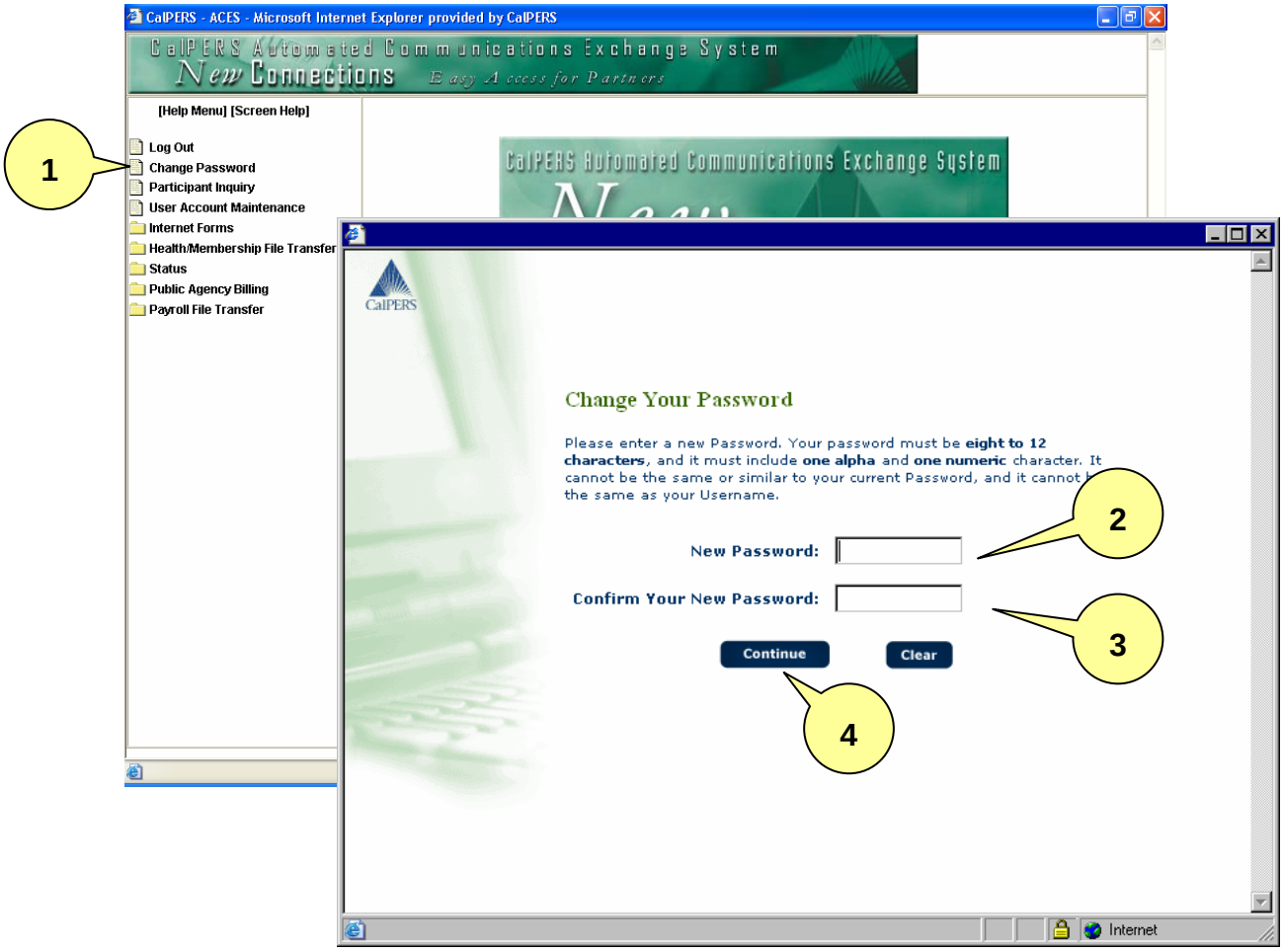
4. **Screen Area**: This area displays information and fields specific to the function in use.

5. **Clear Button**: Clears the current participant's information.

Change Password

Access to ACES is secured and controlled through username(s) and password(s). Use the **Change Password** screen to change your password.

1. If this is your first time logging on to ACES or your password has expired, ACES will automatically direct you to the Change Password screen. Otherwise, click **Change Password** from the Navigation Menu. Follow the password criteria established on the **Change Your Password** screen.
2. Enter your new password.
3. Repeat your new password.
4. Click **Continue**. You will receive confirmation that your password has been successfully changed.



NOTE: If you enter your password incorrectly four (4) times, your account will be locked. Contact your agency's Account Administrator to have your account unlocked. If you need additional assistance, contact the Employer Contact Center at **888 CalPERS** (or **888**-225-7377).

ACES Password Requirements

When you first log on to ACES with the temporary password you have received from your Account Administrator or CalPERS, you must change that password to one of your own choosing.

- Your password must be no fewer than eight (8) and no more than twelve (12) characters long
- Your password must be a combination of alpha and numeric characters
- Your password cannot be the same as your user name
- Please note that if you enter your password incorrectly four (4) times when attempting to log on, you will be locked out of ACES. Contact your agency's Account Administrator to unlock your account. For further assistance, call the Employer Contact Center at **888 CalPERS** (or **888**-225-7377).
- You will be prompted to change your password every 60 days
- You may reuse a password after ten (10) changes

Reminder

The on-line Help function is available to answer many of your questions, making ACES truly user-friendly. Use this as your first resource when you need immediate information, such as instructions or definitions.